## Track One User Guide August 06

## **TAA: Entering Case Management Activities**

All services, beginning with the Next Steps orientation through reemployment need to be entered and case noted in Track One.

- Application/Enrollment Screen:
  - Application
  - Registration
- Service Screen
  - Next Steps
  - Waiver
  - Waiver Reviews
  - Career exploration
  - o Employment Plan
  - Training related services
  - o TRA B, A, and R
  - o HCTC
  - o ATAA
- Work History
- · Assessments (Test Results)
- Credentials (when a participant completes from school/training)
- Case Notes